

Hall of Records Commission

Hall of Records Commission

PAGE NO. 1 of 10

1. Requesting Agency: **DEPT. OF JUVENILE SERVICES (since 1946)**  
~~BOYS VILLAGE OF MARYLAND~~

2. Division or Bureau of Requesting Agency: **BOYS VILLAGE OF MD.**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

1. MINUTES

Dates: 1937 - -  
File Arrangement: Chronological

The Minutes of the Board of Managers contain a record of policy decisions, resolutions, and general activities of the Board. Minutes for the period 1870-1937 during which the school was under private management have not been located. Minutes for the period 1937-1947 are in the hands of former secretaries of the Board. Since February 1948 the Minutes have been retained at the School.

RECOMMENDATION: RETAIN PERMANENTLY.

2. HISTORY OF BOYS

Size: 15" x 10" x 2"  
Dates: 1870-1952  
Quantity: 32 volumes  
File Arrangement: Numerical  
Index: Yes, in 2 volumes (Item 4)

These volumes are the personal history record of each boy committed to the school. Entries include information on physical characteristics, family, social and religious background, record of previous arrests, education, and general character. Later books also record boy's status (committed or detained), as well as court information (type of committing court), and record of later violations after

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7. Agency, Division or Bureau Representative

*Heuser-Coney* Signature Title *Supt.* Date *3-9-57*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*7/5/57* Date *Morris S. Radloff* Archivist

*APR 8 1957* Date *[Signature]* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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discharge. There is occasional use of these records for verification of age or birthdate of former inmates.

Case folders, which have been maintained for all boys actively in training after 1937, duplicate much of the information in these volumes (Item No. 3). In the index to these volumes there is additional information on each boy (Item No. 4).

RECOMMENDATION: RETAIN PERMANENTLY.

3. CASE FOLDERS

- Size: 8½" x 11"
- Quantity: 7 drawers active, 3½ inactive (total 7½ cubic feet)
- Dates: 1937 - -
- File Arrangement: Alphabetical
- Disposable Amount: 18 cubic feet (estimate)
- Annual Accumulation: 2 drawers or 3½ cubic feet
- Index: Yes (see Item No. 4)

A case folder is maintained for each boy committed or detained at Boys Village. Much of the information in these folders, especially that concerned with vital statistics, is duplicated in the History of Boys volumes (Item No. 2) for the period up to 1952. A further summary of information on each inmate is maintained on a current basis in the Index to History of Boys (Item No. 4).

The contents of a typical case folder have been separated into two categories for purposes of retention:

- A. Court records for commission or detention of delinquent (including social worker's report)
  - Release (copy signed by committing court)
  - SDPW form 420, Progress Report to the Court
  - SDPW form 421, Beginning Study Summary (containing complete personal history, history of previous delinquency, and delinquency resulting in court action; recommendations and judgments of the student guidance committee)
  - SDPW form 423, face sheet, containing vital statistics, summary of court action, absences, after-care placement

A. RECOMMENDATION: RETAIN FOR SEVENTY YEARS; THEN DESTROY.

- B. SDPW form 417 (three-page), Referral for After-care Planning, made out to notify committing court when a boy is recommended for release
- SDPW form 425, Consent for Medical Care (for committed only)
- SDPW form 427, Data on Child Committed to Training School (copy sent to SDPW 6 weeks after admission)

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*[Signature]*

REQUEST FOR RECORDS RETENTION CHIT 'LE  
(Continuation Sheet)

4. Item

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SDPW form 434, Training School Educational Report (submitted 30 days before release)  
 SDPW form 435, Request to Court for Social History  
 SDPW form 436, Follow-up Request for Social History  
 SDPW form 437, Referral for Special Planning for Child not meeting admission or discharge criteria  
 Form letters to parents concerning transfer of boy to Green Ridge Forestry Camp for Boys; notification of weekend earned with family; request for appearance at Circuit Court for release proceedings  
 Monthly Progress Report (record of progress in school which is an internal report only)  
 Letters received and copies of letters sent to parents and parties interested in boy's welfare  
 Summary report of behavior (Reports from orientation center), (see Item 5)  
 Notations of actions of the Guidance Committee  
 Record Out, showing days inmate is permitted to leave school  
 Parole Investigation Report

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B. RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DISCHARGE; THEN DESTROY.

4. INDEX TO HISTORY OF BOYS

Size: 18" x 15" x 3"  
 Dates: 1870 - -  
 Quantity: 2 volumes  
 File Arrangement: Numerical

This is an index to both the History of Boys volumes (Item No. 2) and the Case Folders (Item No. 3). As each boy is committed or detained, his name is entered in the index and a number assigned to him. In addition to name and number, the indexes record boy's age, date of commission, committing person, city or county committing, charge, date of receipt, date of discharge, and final disposition (to whom paroled, escaped, etc.).

RECOMMENDATION: RETAIN PERMANENTLY.

5. ORIENTATION CASE FOLDERS

Size: 8 1/2" x 11"  
 Dates: 1953 - -  
 Quantity: 3 1/2 legal drawers (7 cubic feet)  
 File Arrangement: Alphabetical by name  
 Annual Accumulation: 2 cubic feet

During the period of orientation, records are prepared to aid in classifying boys as to personality, interests, and behavior patterns. After final classification, an individual boy is placed

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with the proper group for further training.

A typical folder on an inmate contains sheets listing such information as name, physical characteristics, clothing inventory; conduct report sheets (from cottage parents, teachers, etc.) with note of action taken; copies of correspondence sent by Director of Social Services; and summary report of behavior (see Item 3).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF AN INMATE'S ORIENTATION; THEN DESTROY.

6. ORIENTATION WORKING FILE

Size: 8½" x 11"  
Dates: 1953 - -  
Quantity: 1.5 cubic feet  
File Arrangement: Alphabetical

This file contains all the working papers utilized in the operation of the orientation program for entering boys. Among its contents are storeroom reports, requisitions, restriction lists, cottage detail charts (showing work assigned to various groups); memoranda; work and orientation schedules; population distribution reports; and daily clothing issue sheets.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN DESTROY.

7. GROUP PROGRESS REPORTS

Size: 8½" x 11"  
Dates: 1953 - -  
Quantity: 1½ cubic feet  
File Arrangement: Chronological  
Annual Accumulation: less than ½ cubic foot  
Disposable Amount: 1 cubic foot

This file consists of reports sent to the Director of Orientation by personnel who supervise each phase of scheduled activity carried out during the orientation program.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF ORIENTATION PERIOD; THEN DESTROY.

8. RECORD OF PUNISHMENTS

Size: 15" x 12" x 2"  
Dates: 1914-1922; 1934-1942  
Quantity: 2 volumes  
File Arrangement: Chronological

These volumes contain a record of boy's name and number, offense

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	<p>committed, punishment administered, and the name of party reporting the offense.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9.	<p><u>RECORD OF PAROLED BOYS</u></p> <p>Size: 15" x 12" x 1"            Dates: 1902-1915; 1932-1934            Quantity: 3 volumes            File Arrangement: Alphabetical</p> <p>Two volumes for the period 1902-1915 list boys paroled, number assigned to each boy, age, place committed from, to whom paroled, record of payments, remarks (including notations of transfer, escape, etc.). The volume for 1932-1934 contains only a listing of boys and discharge or parole date.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10.	<p><u>DAILY POPULATION REPORT</u></p> <p>Form No.: SDFW 411            Size: 8 1/2" x 11"            Dates: 1954 - -            Quantity: 1 drawer (1.8 cubicfeet)</p> <p>A report of the population distribution of Boys Village is prepared daily. Entries on the form include: number of boys on commitment or detention, number of admissions or releases, total absent for various reasons. A copy is sent daily to the State Department of Public Welfare.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS; THEN DESTROY.</p>	
11.	<p><u>DORMITORY ASSIGNMENT</u></p> <p>Size: 15" x 10" x 1"            Quantity: 1 volume            File Arrangement: Chronological</p> <p>This undated register was maintained to facilitate placement of boys in cottages. It lists boys by name and the name of the cottage to which assigned.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS; THEN DESTROY.</p>	

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12. SUMMARY CARDS

Form No.: SDPW 402, replaced by 404  
Size: 5" x 8"  
Dates: 1941 - -  
Quantity:  $\frac{1}{2}$  cubic feet  
Disposable Amount:  $\frac{1}{2}$  cubic foot

This file was maintained to provide a convenient breakdown of information, including the following: date paroled, local unit chargeable for cost of maintenance, boy's name, status of boy - admitted, carried over, on parole. As each boy was discharged, his card was prepared and filed. The original copy of this card was sent to the Department of Public Welfare.

Form 404 (8 $\frac{1}{2}$ " x 11"), Monthly Statistical Report of Juvenile Institution, has since 1954 been submitted to the Department of Public Welfare in place of Form 402. Form 404 is a monthly report containing the following information: date, facility (institution) submitting report, status of children committed or detained; days' care given during month; summary of population; status of referrals for after-care supervision; number of children classified by local unit chargeable for: children admitted; children for whom care was terminated; detained children admitted or discharged; children receiving care in facility at end of month and the number of referrals pending at end of month; and listing of children detained more than twenty-one days and in facility (institution) at end of the month.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

13. MONTHLY SUMMARY

Size: 15" x 14" x 2"  
Dates: 1913 - -  
Quantity: 3 volumes  
File Arrangement: Chronological

This record is a listing of boys received or discharged. Prior to 1945 there is included a statistical breakdown of causes of commitment, reason for discharge, and final disposition of each boy - transfer, parole, escape. After that date the statistical breakdown is not included.

RECOMMENDATION: RETAIN PERMANENTLY.

14. MEDICAL HISTORY AND TREATMENT RECORDS

Size: 5" x 8" cards, 8 $\frac{1}{2}$ " x 11" sheets  
Dates: 1928 - -  
Quantity: 6 drawers (5" x 8" or 1.5 cubic feet)  
4 file drawers or 7 cubic feet (total 8.5 cubic feet)

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File Arrangement: Alphabetical  
Annual Accumulation: Less than 1/2 cubic foot  
Disposable Amount: 1/2 cubic foot

These are records of physical examinations and subsequent medical treatment. For the period, 1928-1944, a single volume, Record of Treatments, was maintained. Since 1944, both a Medical History Card (1944 - -), and other individual records of treatment have been maintained in the inmates case folder. When a boy is discharged from the School, the Medical History Card is transferred to an inactive card file. This card contains family medical history, past history, of diseases, physical examination findings, and notations of subsequent visits.

RECOMMENDATION: RETAIN SEVEN YEARS AFTER DISCHARGE; THEN DESTROY.

15. SUPERINTENDENT'S GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"  
Dates: 1954 - -  
Quantity: 5 drawers or 9 cubic feet  
Annual Accumulation: 2 cubic feet (estimate)

This is the operating file maintained by the Superintendent's office. Most of the correspondence is received from or directed to Federal, State, local, or private organizations and agencies which have an interest in the activities of Boys Village of Maryland.

In addition to correspondence, the file contains the following types of material: reports, statistical summaries, directives received from Department of Public Welfare, budget requests and working papers, case folders on new construction projects, copies of accounting records, records describing personnel duties, and memoranda.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY ANY MATERIAL HAVING LEGAL OR ADMINISTRATIVE VALUE AND DESTROY REMAINDER.

16. ACCOUNTING RECORDS

Size: 8 1/2" x 14"  
Dates: 1938 - -  
Quantity: 17 drawers or 34 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 4 cubic feet (estimate)  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry are to be retained permanently. Specifically the

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supporting records are:

**Comptroller of the Treasury**

Form No.

M-1-S E-1 and E-1/2 DD-1 R-2 (formerly MR-2)	Memorandum of Adjustment Distribution of Charges Transmittal Certificate of Deposit and Bank Deposit Slip Monthly Report of State Funds Collected and Deposited Distribution of Unexpended and Obligated Balances Monthly Statement of Balances
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**Purchasing Bureau (Department of Budget and Procurement)**

1-A 47-A 100-16 39-A and 40-A CF-2 CF-1 100/24 27-A CF-3  26-A 52 51	Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery
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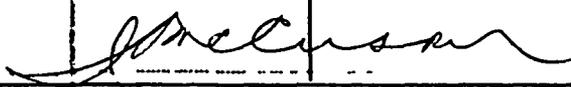
**Budget Bureau (Department of Budget and Procurement)**

BB-1 (Rev.)  B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6  Budget form Nos. 1 thru 11  PP-1-A	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual)  Budget Estimates Fiscal Year (13 pages including farm statement) Power Plant Utility Report (monthly) Farm Report (annual) Farm Report (monthly) Food Report (monthly)
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**Others**

Vendors Invoices  
Bank Deposit Slips

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REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works
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SDPW-403	<p>Bank Statements Canceled Checks Inventory - expendable equipment Check Stubs Inmate's Purchases - Commissary account cards Inmate's Order for Commissary Purchases Cash Receipts Petty Cash Slips - for less than a dollar returned to inmate at time of discharge Receipt for clothing issued Statistical Card for Child Detained in Training School</p>	
SDPW-404	<p>Monthly Statistical Report of Training School to State Department of Public Welfare</p>	
SDPW 394	<p>Quarterly bills to counties for boys in the Training School Vendors delivery receipt Shipping and delivery instructions Weekly Overtime Sheet for Employees Employees Daily Sign-in Sheet</p>	

RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

17. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - the agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

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REQUEST FOR RECORDS RETENTION CHIT  
(Continuation Sheet)

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TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$  (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

16. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

19. LEAVE RECORDS

Dates: 1953 - -  
Quantity:  $\frac{1}{2}$  cubic feet  
Audit: State

File includes the following records:

- Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
- Leave applications
- Doctor's certificates
- Leave summary sheets

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

20. TIME CARDS

Form No.: SEC 128  
Size: 5" x 8"  
Quantity: 6 drawers or 1.5 cubic feet)  
File Arrangement: Alphabetical

Annual time cards (SEC 128) are prepared for each employee of the school. Card shows by month the days worked during the year and sick and annual leave taken or unused.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER INDIVIDUAL HAS LEFT EMPLOY OF THE SCHOOL AND THEN DESTROY.

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